

DROP-OFF RETURN PICK-UP: THE QUICK 5

- **REVIEW THE RETURN**
Unless review was done by phone. Both spouses if MFJ.
- **GET SIGNATURES**
Form 8879 for E-file (both spouses if MFJ); If Paper, print
- **SCAN & UPLOAD 8879**
to the Hub ticket or make a Hub note if Paper
- **MOVE TICKET**
to Ready to File (efile) or Filed By Mail (paper)
- **ASSIGN TICKET**
to “DO Manager”
- **ORIGINAL 8879 FILED**
in “Drop Off - Scanned to Hub” folder



NO TRANSMITTING!